

**JOB POSTING:**  
**DIRECTOR, TEXAS OFFICE OF CAPITAL AND FORENSIC WRITS - REVISED**

The Texas Office of Capital and Forensic Writs seeks an Executive Director. This is a state-funded office, with a \$1 million approximate annual budget, and is based in Austin. The office is charged with representing death-sentenced inmates in state post-conviction and related proceedings, and select post-conviction forensic writs in capital and non-capital cases. The Director is responsible for supervising the attorneys, mitigation specialists, and investigators in the office, guiding the litigation, managing the budget, and interfacing with the Texas Court of Criminal Appeals and Texas Legislature.

This is an extraordinary opportunity to make a difference in Texas.

By statute the Director must “exhibit proficiency and commitment to providing quality representation to defendants in death penalty cases, as described by the Guidelines and Standards for Texas Capital Counsel.” *See* Tex. Gov’t Code s. 78.004(b); 69 Tex. B. J. 966 (2006) (Texas Guidelines and Standards for Capital Counsel).

**Desired Qualifications**

- . Membership or eligibility for admission to the Texas Bar;
- . Significant experience in the defense of death-sentenced inmates;
- . Qualified to serve as lead counsel in a Texas capital habeas case;
- . Commitment to the highest level of quality representation of indigent criminal defendants;
- . Experience training and supervising other attorneys;
- . Experience managing and administering an office, ideally in a public defender agency setting (*e.g.*, hiring staff, budgeting, financial reporting, creating effective practices and policies, and dealing with other agencies whose work intersects with that of the Office, such as the courts).
- . Familiarity with and connection to the national capital defense community, such that s/he will have immediate and ongoing access to the developments and resources necessary to facilitate the highest quality legal representation;
- . Experience with and commitment to a client-centered approach;
- . Experience with and commitment to a diverse team-based approach that includes attorneys, mitigation specialists, investigators, experts, and staff; and
- . Experience and training concerning mental health issues that commonly arise in quality capital defense litigation;

**Salary:** \$92,600 - \$133,926 DOE.

**How to Apply:**

By **July 13, 2015**, Submit the attached Application, a letter of interest, and a resume / CV (with references noted) to Maurie Levin at [maurielevin@gmail.com](mailto:maurielevin@gmail.com).

**APPLICATION FOR APPOINTMENT AS  
DIRECTOR OF THE TEXAS OFFICE OF CAPITAL WRITS**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STATE BAR CARD NO.:** \_\_\_\_\_

**I. GENERAL INFORMATION**

Full Legal Name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Suite/Building/Number/Street

\_\_\_\_\_  
City/State/Zip AC( )  
Office Telephone

**\*\*Mailing Address (if different):** \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number/Street

\_\_\_\_\_  
City/State/Zip AC( )  
Home Telephone

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_

## **II. PEER REVIEW**

I submit the names of the following five people who may be contacted and who can attest to my competence in capital post-conviction proceedings.

A. Three lawyers who are familiar with my practice:

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Office Telephone

\_\_\_\_\_  
Address City/State/Zip

2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Office Telephone

\_\_\_\_\_  
Address City/State/Zip

3. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Office Telephone

\_\_\_\_\_  
Address City/State/Zip

B. One judge of a court of record before whom I have appeared as an advocate in a capital post-conviction proceeding within the past two (2) years:

4. \_\_\_\_\_  
Name of Judge

\_\_\_\_\_  
Name of Court Office Telephone

\_\_\_\_\_  
Address City/State/Zip

C. One lawyer with whom or against whom I have tried a criminal law matter within the two (2) years immediately preceding this application:

5. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name Office Telephone

\_\_\_\_\_  
Address City/State/Zip

## **II. JUDGES / COURTS**

The following is a representative list of judges before whom I have appeared in criminal law matters during the three (3) years immediately preceding this application:

### **STATE TRIAL COURTS**

| <u>Name</u> | <u>Court</u> | <u>State/County</u> | <u>Office Telephone</u> |
|-------------|--------------|---------------------|-------------------------|
| _____       | _____        | _____ ( ) _____     |                         |
| _____       | _____        | _____ ( ) _____     |                         |
| _____       | _____        | _____ ( ) _____     |                         |

### **STATE APPELLATE COURTS**

|       |       |                 |
|-------|-------|-----------------|
| _____ | _____ | _____ ( ) _____ |
| _____ | _____ | _____ ( ) _____ |
| _____ | _____ | _____ ( ) _____ |

### **FEDERAL COURTS**

|       |       |                 |
|-------|-------|-----------------|
| _____ | _____ | _____ ( ) _____ |
| _____ | _____ | _____ ( ) _____ |
| _____ | _____ | _____ ( ) _____ |

### **OTHER COURTS**

|       |       |                 |
|-------|-------|-----------------|
| _____ | _____ | _____ ( ) _____ |
| _____ | _____ | _____ ( ) _____ |

#### IV. LAW PRACTICE

A. Bars admitted and when: \_\_\_\_\_

B. I have been engaged in the actual practice of law on a full time basis for a period of \_\_\_\_\_ years.

C. Have you been subject to any disciplinary proceedings by the bars in which you are admitted to practice?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes attach a separate sheet with full details.

D. Name of firm, partnership or affiliation, if any: \_\_\_\_\_

\_\_\_\_\_

E. How long have you maintained an office at the above address? \_\_\_\_ Years \_\_\_\_ Months

F. Other offices maintained during the five (5) years immediately preceding the date of this application:

From To

Firm or Employer: \_\_\_\_\_

\_\_\_\_\_  
Address City/State/Zip Month/Year Month/Year

Firm or Employer: \_\_\_\_\_

\_\_\_\_\_  
Address City/State/Zip Month/Year Month/Year

#### IV. INVOLVEMENT IN CRIMINAL LAW / POST-CONVICTION MATTERS

A. I estimate that my time practicing criminal law has been \_\_\_\_% \_\_\_\_% and \_\_\_\_% of my practice for each of the five (5) immediately preceding years, respectively.

B. I estimate that my time practicing capital post-conviction law has been \_\_\_\_% \_\_\_\_% and \_\_\_\_% of my practice for each of the five (5) immediately preceding years, respectively.

C. During the three (3) years immediately preceding the date of this application, I have participated in the criminal law activities listed below to the extent and in the capacity indicated (number handled, approximately):

|   | <u>Lead<br/>Counsel</u> | <u>Co-<br/>Counsel</u> | <u>Supervisory<br/>Capacity</u> |
|---|-------------------------|------------------------|---------------------------------|
| 1. Federal habeas corpus<br>- death penalty     | _____                   | _____                  | _____                           |
| 2. Federal habeas corpus<br>- non-death penalty | _____                   | _____                  | _____                           |
| 3. State habeas corpus<br>- death penalty       | _____                   | _____                  | _____                           |
| 4. State habeas corpus<br>- non-death penalty   | _____                   | _____                  | _____                           |
| 4. Federal appeals<br>- non-death penalty       | _____                   | _____                  | _____                           |
| 4. Federal appeals<br>- non-death penalty       | _____                   | _____                  | _____                           |
| 4. State appeals<br>- non-death penalty         | _____                   | _____                  | _____                           |
| 4. State appeals<br>- death penalty             | _____                   | _____                  | _____                           |
| 8. Capital murder trials                        | _____                   | _____                  | _____                           |
| 9. State criminal trials                        | _____                   | _____                  | _____                           |
| 10. Federal criminal trials                     | _____                   | _____                  | _____                           |
| 11. Others                                      | _____                   | _____                  | _____                           |

## **V. CONTINUING LEGAL EDUCATION**

Please list the courses you have attended and trainings at which you have taught / lectured, and any other CLE involvement you have had during the past five (5) years. (Attach additional sheets if necessary)

## **VI. GRIEVANCE MATTERS**

A. Have you ever been found by a court to have rendered ineffective assistance of counsel in a criminal law case? If yes, attach a separate sheet with full details.

B. Have you ever been disbarred, suspended, reprimanded, or otherwise disciplined by any segment of a bar, including, but not limited to any local, district or state grievance authority of an organized bar. If yes, give full details by attachment to this application.

C. Do you now have any charges pending against you, either in court or grievance committee, that could result in the filing of a malpractice suit, a grievance committee proceeding or a suit for disciplinary action? If yes, give full details by attachment to this application.

D. State whether you have been adjudicated guilty of any offense of theft or any other offense above the grade of a Class C Misdemeanor and whether such resulted from a plea of guilty or nolo contendere or from a verdict after trial or otherwise and regardless of the pendency of an appeal. If yes, give full details by attachment to this application.

**VII. BOARD CERTIFICATION**

(Areas in which certified by a Board of Legal Specialization.)

Areas

Date of Certification

\_\_\_\_\_

\_\_\_\_\_

**ATTESTATION**

THE STATE OF \_\_\_\_\_ )(

COUNTY OF \_\_\_\_\_ )(

I, \_\_\_\_\_, being duly sworn, state that I have read the foregoing application and have made each statement and representation therein and answered each question therein fully and frankly and without concealment or reservation, and such questions and answers are, to the best of my knowledge true and complete.

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for The State of \_\_\_\_\_

My commission expires: \_\_\_\_\_